Election Inspector Training Coordinator Accreditation Workshop
-- Workbook --

**A Training Workbook for
Election Inspector Training Coordinators**

**Michigan Department of State
Bureau of Elections**

May 2012

Election Inspector Training Workbook
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TOPIC 1 ACTIVITIES
OPENING THE POLLS

Activity #1 - Oath of Office

Goal: To practice the proper administration of the Oath of Office

Materials:
- Oath of Office page in the binder or traditional Poll Book (attached)
- Additional Oath of Office page in the binder or traditional Poll Book (attached)

Instructions: Role-play activity, steps noted below:

A. Inspector #1 swears in the Chairperson by reading the Oath of Office and instructing the Chairperson to repeat after him or her.

B. The Chairperson signs the appropriate Oath section in the binder or traditional Poll Book and Inspector #1 signs attesting to the administration of the Oath.

C. Once sworn in, the Chairperson swears in the remaining members of the board.

D. All inspectors present at the opening of the polls take and sign the oath (chairperson oath vs. inspectors oath).

E. If split boards are used, discuss the supplemental group oath in the binder or traditional Poll Book.

F. Discuss the additional single Oaths of Office that are provided for inspectors who begin their duties after the polls have opened.

Activity #2 - Polling Location Set-Up

Goal: To arrange the polling location in a manner that supports the orderly processing of voters and ensures ballot secrecy.

Materials:
- Sample Polling Location Layout (Appendix page 109)
- Blank Sample Polling Location Layout (attached)
- e-Pollbook
- Voting equipment - tabulator and AutoMARK
- Processing table(s)
- Precinct supplies

Note: The activity may vary depending on the location of the training session and the materials available – see possible options below.

Instructions: Reference "Sample Polling Location Layout" and complete any or all of the three training options:

- OPTION 1 - Instruct inspectors to set up the polling location (voting booths, equipment, processing table, etc.).

- OPTION 2 - Instruct inspectors to "be" the necessary components that are contained in the polling location (voting booths, equipment, processing table, etc.) and stand in the correct locations.

- OPTION 3 - If not in the actual polling location, have inspectors draw or insert the names of the required election materials and equipment in their proper locations on the blank sample polling location layout provided in the workbook.

Activity #3 - Election Inspectors' Preparation Certificate

Goal: To practice the proper completion of the Preparation Certificate and verify that all required tasks are completed prior to the opening of the polls

Materials:
- Election Inspectors' Preparation Certificate with Clerk's Preparation Certificate completed (attached)
- Election Inspectors' Guide for the tabulator
- Election Inspectors' Guide for the AutoMARK
- Electronic Pollbook User's Manual
- Tabulator with program and matching ballots
- AutoMARK with program and ballots
- Seals for voting equipment and ballot containers
- Velcro secrecy sleeve
- AutoMARK privacy hood
- Ink cartridge

Instructions: Role-play activity, steps noted below:

Instruct inspectors to complete the tasks detailed on the Election Inspectors' Preparation Certificate in the binder or traditional Poll Book, checking off each item when completed.

1. Verify the serial and seal numbers of the AutoMARK and tabulator as recorded on a sample Clerk's Preparation Certificate.

2. Complete the steps required to prepare the AutoMARK and tabulator for use.

3. Complete the steps required to prepare the e-Pollbook for use.

4. Print a tabulator zero tape and verify that each candidate's name and any propositions on the ballot match those printed on the precinct instruction ballot and official precinct ballot. (All inspectors present at opening of the polls must sign the tabulator zero tape – leave attached to tabulator).

5. Run a test ballot print on the AutoMARK (use sample ballots and program) and instruct inspectors to visually verify that it printed correctly. Use the Velcro secrecy sleeve for this step and make sure that the privacy hood is attached.

CLERK'S PREPARATION CERTIFICATE
FOR
OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL

Tabulator Serial No. [   ]   Automark Serial No. [   ]

Tabulator Seal No. [   ]   Automark Seal No. [   ]

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

X

_____   _____   _____
Ward / Precinct No.   Signature of Clerk or Authorized Assistant   Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE

✔ **WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.**

☐ The oath of office was administered to and signed by all election inspectors present.

☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.

☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.

☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

OATHS OF INSPECTORS OF ELECTION

STATE OF MICHIGAN,
COUNTY OF _____ } SS.

   I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on ___Tuesday___ the _____ day of _____ , 20_____ according to the best of my ability.

X
_____
Signature of Chairperson

Taken, subscribed and sworn to before me this

_____ day of _____ , 20_____ . **X** _____
Signature of Person Administering Oath

STATE OF MICHIGAN,
COUNTY OF _____ } SS.

   I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on ___Tuesday___ the _____ day of _____ , 20_____ according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X _____   **X** _____

X _____   **X** _____

X _____   **X** _____

X _____   **X** _____

X _____   **X** _____

Taken, subscribed and sworn to before me this

_____ day of _____ , 20_____ . **X** _____
Signature of Person Administering Oath

STATE OF MICHIGAN,

} SS.

COUNTY OF _____

I **Do Solemnly Swear** (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on _____Tuesday_____ the _____ day of _____, 20_____ according to the best of my ability.

Taken, subscribed and sworn to before me this _____ day of _____, 20_____ .

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X _____   X _____

X _____   X _____

X _____   X _____

X _____   X _____

                                      X _____
                                      Signature of Person Administering Oath

STATE OF MICHIGAN,

} SS.

COUNTY OF _____

I **Do Solemnly Swear** (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on _____Tuesday_____ the _____ day of _____, 20_____ according to the best of my ability.

X _____
Signature of Person Taking Oath

Taken, subscribed and sworn to before me this

_____ day of _____, 20_____ .   X _____
                                             Signature of Person Administering Oath

INSTRUCTIONS TO ELECTION INSPECTORS

SPOILED BALLOTS

A voter who spoils his or her ballot may request a new ballot. The voter must return the spoiled ballot before a new ballot is issued. Draw a single line through the ballot number entered in the Poll Book and on the ballot application for the spoiled ballot and record the ballot number of the new ballot on both documents (See Illustration Below).

ABSENT VOTERS

If absent voter ballots are delivered to the precinct for the precinct board to process, check the signature on the absent voter envelope against the voter's registration card or information on the registration list to determine the legality of the ballot and verify that the elector has not voted in person. (NOTE: If Clerk provides a prepared List of Absent Voters who have returned ballots for processing, follow Clerk's instructions for including in this Poll Book.)

NO. OF VOTER	NAME OF VOTER	MARK A.V. IF VOTED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
1	Jane Smith		21	
2	John Smith		22	
3	Alice Thomas		~~23~~ 27	Spoiled Ballot
4	Anne Klein	A.V.	1	
5	Kalvin Klein	A.V.	2	

(IF ANY DISCREPANCIES APPEAR, MAKE APPROPRIATE NOTATION ON REMARKS PAGE IN POLL BOOK)

Sample Polling Location Layout

[blank layout box]
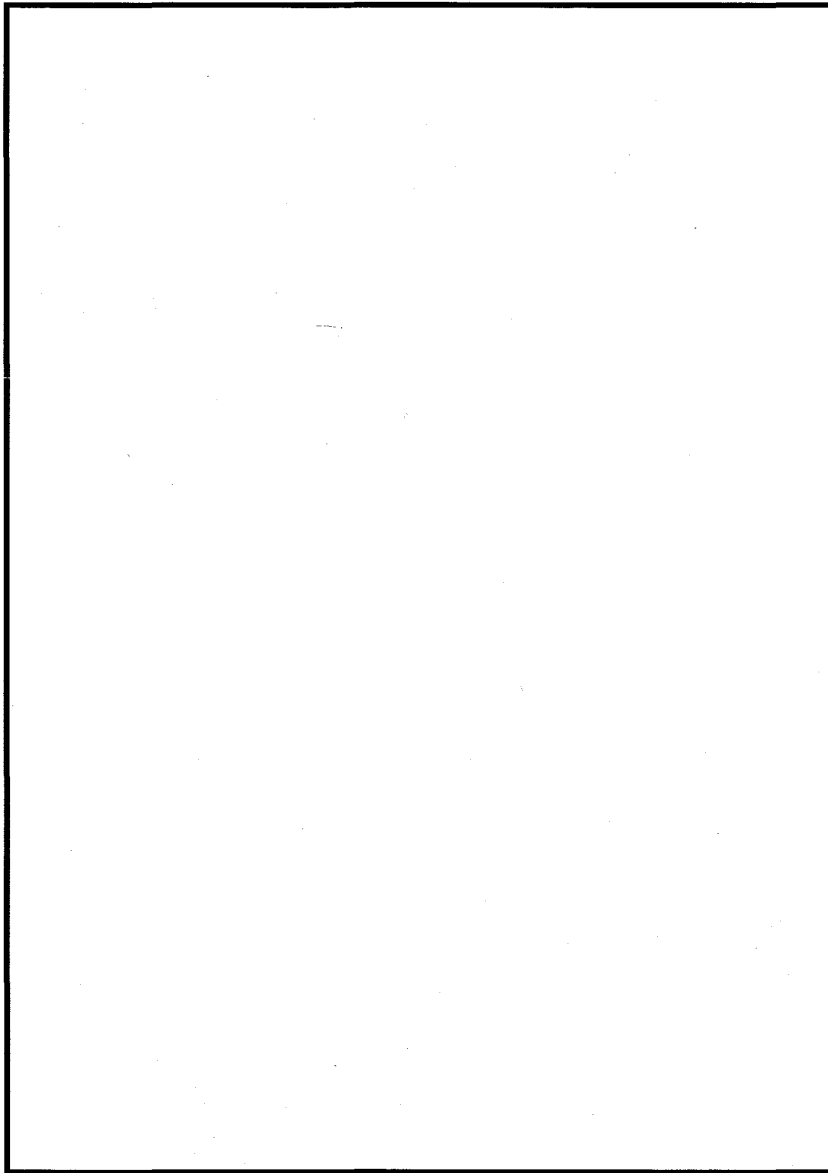
Instructions:
Please insert the following election materials and equipment in the blank polling location layout above:

Voting Booths
AutoMARK Voter Assist Terminal
Tabulator
Ballot Number Verification Station
Sit-Down Voting Booth

Processing Table(s)
Poll Book
QVF List(s)
Applications to Vote
Ballot Instruction Station

Entrance
Ballots
Public Area

Jurisdiction: _____

Precinct Number: _____

NOTES

TOPIC 2 ACTIVITIES
PROCESSING VOTERS

Activity #1 – Processing Voters

Goal: To learn proper processing procedures for different voter scenarios

Materials:
- e-Pollbook and binder or traditional Poll Book or sample "List of Voters" page (Appendix page 156)
- Applications to Vote
- QVF Precinct List (if necessary)
- Precinct List Notes (Appendix page 127)
- Ballots
- Tabulator
- AutoMARK
- Affidavit of Voter Not in Possession of Picture Identification (Appendix page 122)
- Affidavit of Absent Voter (Appendix page 124)
- Secrecy sleeves - regular & Velcro

Instructions: Set up a "mock polling location" and use inspectors to process "voters" based on the scenarios detailed below. Include practice on all steps of processing voters from instruction to receiving the ballot.

Voter #1
The voter properly fills out the Application to Vote, appears in the e-Pollbook or on the QVF Precinct List and shows acceptable photo identification when asked. The voter receives a ballot, marks the ballot, and returns it for ballot number verification before depositing it in the tabulator.

Voter #2
The voter properly fills out the Application to Vote and appears in the e-Pollbook or on the QVF Precinct List. The voter is unable to provide the inspectors with an acceptable form of photo identification and is asked to fill out an Affidavit of Voter Not in Possession of Photo Identification. The voter agrees to sign the affidavit and is issued a ballot. The voter marks the ballot and returns it for ballot number verification before depositing it in the tabulator.

Voter #3
The voter properly fills out the Application to Vote and appears on the in the e-Pollbook or on the QVF Precinct List. The voter refuses to provide the inspectors with an acceptable form of photo identification. The voter is not issued a ballot.

Voter #5
The voter's name appears in the e-Pollbook or on the QVF list along with an "A.V" status code next to his name. The voter surrenders his AV ballot before being issued a precinct ballot.

Voter #6
The voter's name appears in the e-Pollbook or on the QVF list along with an "A.V" status code next to his name. The voter is no longer in possession of the AV ballot and must sign an affidavit attesting to this claim before being issued a precinct ballot.

Voter #7
The voter's name appears in the e-Pollbook or on the QVF list along with a "CH" status code next to her name. After checking with the clerk, the inspector issues the voter a ballot following the "challenged voter" procedure. The challenge is documented on the Challenged Voter page in the binder or traditional Poll Book.

Voter #8
The voter's name appears in the e-Pollbook or on the QVF list along with a "V" status code next to his name. The voter verifies the required information and is issued a regular precinct ballot.

Voter #9
The voter's name appears in the e-Pollbook or on the QVF list along with an "ID" status code next to his name. The voter is unable to show appropriate identification and is issued a Provisional Envelope ballot.

Voter #10
The voter's name appears on the QVF list along with a "MVIP" status code next to her name. The voter is issued a ballot following the normal processing procedures.

Voter #11
The voter requests assistance in marking her ballot. The inspector issuing the ballot suggests that the voter use the AutoMARK to mark her ballot. The voter agrees and the voter places the ballot into a Velcro secrecy sleeve. After marking the ballot with the AutoMARK, and ballot number verification, the voter deposits the marked ballot into the tabulator.

Voter #12
The voter requests assistance in marking her ballot. Two inspectors of different political party affiliations provide the assistance and note the instance in the Remarks section of the e-Pollbook or traditional Poll Book.

Voter #13
The voter requests that her husband be allowed to assist in marking her ballot. After an inspector asks the voter and her husband the questions required under federal law, the voter's request is granted. The instance is noted in the Remarks section of the e-Pollbook or traditional Poll Book.

Voter #14
The voter brings her "minor child" to the polls and asks if he can accompany her into the voting booth. The request is granted.

Activity #2 – Processing Voters Q&A

Goal: To review correct procedures for processing voters through a discussion with election inspectors

Materials:
- Processing Voters - Q&A (below)

Instructions: Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: Who possesses full and final authority to maintain order in the polls and to enforce lawful directions throughout the course of the election?

A: The board of election inspectors led by the board chairperson.

Q: What information is required on an Application to Vote?

A: Voters must sign their name, provide their current residential address and their day and month of birth on the Application to Vote. The printed name and year of birth are optional.

Q: How is each voter's identity and qualification to vote confirmed at the polls?

A: Compare the voter's name, birth date information and residential address as provided on the Application to Vote to the information provided in the e-Pollbook or on the QVF Precinct list.

Q: If a voter changed his or her name because of marriage, a court order or other reason, what name should be entered on the Application to Vote?

A: A voter whose name has changed must sign the Application to Vote using the name appearing in the e-Pollbook or on the QVF Precinct list. Exception: abbreviations, initials and common diminutives are acceptable.

Q: If a voter indicates he needs assistance in voting his ballot, who can assist the voter?

A: Under state law, if an elector requests assistance, two election inspectors who have expressed a preference for different political parties must provide the assistance.

Under federal law, an elector who is blind, disabled or unable to read or write may be assisted by a person of the voter's choice, except for the voter's employer or agent of that employer or an officer or an agent of a union to which the voter belongs.

NOTE: Whenever a voter receives assistance a complete record including the name of the voter and the name of the persons who gave the assistance must be entered in the binder or traditional Poll Book.

Activity #3 – Photo Identification in the Polls Instructions to Election Officials

Goal: To review correct procedures for the photo identification requirement in the polls through a discussion with election inspectors

Materials:
- Picture Identification in the Polls - Instructions to Election Officials (Appendix page 114)

Instructions: Conduct a discussion with election inspectors using the questions and corresponding answers provided in the Appendix on page 114-118.

NOTES

TOPIC 3 ACTIVITIES
VOTERS WHO HAVE MOVED

Activity #1 – Voters Who Have Moved

Goal: To learn proper processing procedures for voters who have moved

Materials:
- Binder or Traditional Poll Book
- Applications to Vote
- Ballots
- e-Pollbook or QVF Precinct List
- Secrecy sleeves
- Change of Address notices
- Cancellation Authorizations
- Local Clerk #3 envelope

Instructions: Set up a "mock processing table" and use inspectors to process voters based on the scenarios detailed below.

Voter #1
Upon filling out the Application to Vote, the inspector discovers that the voter has moved within the jurisdiction. The voter completes an Election Day Change of Address notice. The inspector initials the notice and the Application to Vote and secures the Election Day Change of Address notice in the #3 envelope to be forwarded to the local clerk. The voter is issued a ballot.

Voter #2
Upon filling out the Application to Vote, the inspector discovers that the voter has moved to an address located outside of the jurisdiction. After questioning the voter it is determined that the move was made within the last 60 days. The voter completes a Cancellation Authorization. The inspector initials the authorization and the Application to Vote and secures the Cancellation Authorization in the #3 envelope to be forwarded to the local clerk. The voter is issued a ballot.

Voter #3
Upon filling out the Application to Vote, the inspector discovers that the voter has moved to an address located outside of the jurisdiction. It is determined that the move was made 3 months prior to the election. The inspector informs the voter that they are no longer qualified to vote in the jurisdiction. The voter's Application to Vote is not spindled, and can either be discarded or included with the note to the clerk. The inspector prepares a note explaining the incident and places it in the #3 envelope addressed to the local clerk.

Activity #2 – Voters Who Have Moved Q&A

Goal: To review correct procedures for processing voters who have moved through a discussion with election inspectors

Materials:
- Voters Who Have Moved - Q&A (below)

Instructions: Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: Can a voter who is registered in precinct 1 who enters an address on her Application to Vote that is located within precinct 2 be issued a ballot in precinct 1?

A: A voter who moves from one precinct to another within the same jurisdiction, but fails to change his or her address prior to the close of registration can vote one last time in the precinct where registered. Proceed as follows:

1. Have the voter complete an Election Day Change of Address Notice.
2. Initial the Change of Address Notice and the Application to Vote and issue a ballot.
3. Forward the Change of Address Notice to the local clerk in the #3 envelope.

Q: Can a voter who is registered in one jurisdiction who enters an address within another jurisdiction on his or her Application to Vote be allowed to vote in their old jurisdiction?

A: A voter who moves from one jurisdiction to another jurisdiction prior to the close of registration can vote one last time in the precinct where registered IF THE MOVE WAS MADE WITHIN 60 DAYS OF THE ELECTION. Proceed as follows:

1. Have the voter complete an Authorization to Cancel Notice.
2. Initial the Authorization to Cancel Notice and the Application to Vote and issue a ballot.
3. Forward the Authorization to Cancel Notice to the local clerk in the #3 envelope.

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TOPIC 4 ACTIVITIES
PROVISIONAL BALLOTS

Activity #1 – Voters Not Listed in the e-Pollbook or on the QVF Precinct List

Goal: To learn proper processing procedures for different scenarios when voter's name does not appear in the e-Pollbook or on QVF precinct list

Materials:
- e-Pollbook or traditional Poll Book or sample "List of Voters" page (Appendix page 147)
- Applications to Vote
- Ballots
- Tabulator
- AutoMARK
- QVF Precinct List (if necessary)
- Secrecy sleeves - regular & Velcro
- Sample Four-Step Provisional Ballot forms (Appendix page 132)
- Provisional Ballot Secrecy Envelopes
- Provisional Ballot Security Envelope
- Post-it brand tape or scotch tape with slip of paper

Instructions: Set up a "mock polling location" and use inspectors to process voters based on the scenarios detailed below. Include practice on all steps of processing voters from instruction to receiving the ballot, including the Application to Vote, Photo Identification, and ballot number verification.

Voter #1
The voter's name does not appear in the e-Pollbook or on the QVF list but they **do** have a voter registration receipt issued from an SOS branch office. The date of registration is on or before the close of registration and the address is located within the precinct. The voter completes and signs a new voter registration application and is allowed to vote.

Voter #2
The voter's name does not appear in the e-Pollbook or on the QVF list and they **do not** have a voter registration receipt. The voter fills out the Four-Step Provisional Ballot form and answers "Yes" to all 4 questions asked by the inspector issuing the ballot. The voter is issued a Provisional Affidavit Ballot which is identified as a challenged ballot and tabulated on election day. The voter is also issued the detachable "Notice" from the Four-Step form.

Voter #3
The voter's name does not appear in the e-Pollbook or on the QVF list and they **do not** have a voter registration receipt. The voter fills out the Four-Step Provisional Ballot form and answers "No" to one of the 4 questions asked by the inspector issuing the ballot (i.e., no photo identification). The voter is issued a Provisional Envelope Ballot which is identified as a challenged ballot and is secured in a Provisional Envelope Ballot Secrecy Envelope and delivered to the clerk at the close of the polls. The

voter is also issued the detachable "Notice" from the Four-Step form **AND** the "Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement."

Voter #4
The voter's name does not appear in the e-Pollbook or on the QVF list and they **do not** have a voter registration receipt. Upon checking with the clerk, it appears as though the voter is at the wrong polling location. The voter, however, refuses to travel to the appropriate location and insists on being allowed to vote. Because the voter is not registered in the precinct, the voter is issued a Provisional Envelope Ballot which is identified as a challenged ballot and is secured in a Provisional Envelope Ballot Secrecy Envelope and delivered to the clerk at the close of the polls. The voter is also issued the detachable "Notice" from the Four-Step form **AND** the "Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement."

Activity #2 – Missing Registration Q&A

Goal: To review correct procedures for processing voters who do not appear in the e-Pollbook or on the QVF Precinct List through a discussion with election inspectors

Materials:
- Missing Registration - Q&A (below)

Instructions:
Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: Are election inspectors required to complete a "Four-Step" Provisional Ballot form whenever a voter's name does not appear in the e-Pollbook or on the QVF Precinct list?

A: No, there are two exceptions.
1. If the voter is in the proper polling place and can produce a voter registration receipt that shows he or she registered to vote before the registration deadline, the voter may complete another registration form and be permitted to vote.
2. If it is determined that the voter is registered to vote in a different precinct and is willing to travel to the proper precinct, give the voter directions to the proper precinct.

NOTES

TOPIC 5 ACTIVITIES
BALLOT ISSUES

Activity #1– Rejected Ballot

Goal: To practice the procedure for handling optical scan ballots that are rejected by the tabulator

Materials:
- e-Pollbook and binder Poll Book or traditional Poll Book or sample "List of Voters" page (Appendix page 147)
- Applications to Vote
- Ballots
- Tabulator
- "Procedure for Handling Optical Scan Ballots Rejected in the Polls" (Appendix page 140)
- Secrecy sleeve
- Spoiled or Defective Ballots Envelope

NOTE: It will be necessary for the trainer to mark the ballots for the following scenarios (i.e., overvoted ballot) prior to conducting the training OR have the voter mark the ballot during the training activity.

Instructions: Set up a "mock polling location" and use inspectors to role-play a situation in which a voter, whose ballot has been rejected by the tabulator due to a voting error, receives instruction on the various options available. Role-play the following scenarios:

1. The voter has "overvoted" an office
    A. The voter decides to accept a replacement ballot
    B. The voter declines a replacement ballot and requests that the ballot be accepted as marked

2. The voter has voted in more than a single party primary (crossover vote)
    A. The voter decides to accept a replacement ballot
    B. The voter declines a replacement ballot and requests that the ballot be accepted as marked

3. The voter has not cast any votes on the ballot (blank ballot)
    A. The voter decides to accept a replacement ballot
    B. The voter declines a replacement ballot and requests that the ballot be accepted as marked

Activity #2 – Spoiled Ballot

Goal: To learn proper processing procedure for voters who have spoiled their ballots

Materials:
- e-Pollbook or Poll Book or sample "List of Voters" page (Appendix page 156)
- Applications to Vote

- Ballots
- Secrecy sleeve
- Spoiled or Defective Ballots Envelope

Instructions: Set up a "mock processing table" and use inspectors to process a voter based on the following scenario:

The voter spoils her ballot (due to an overvote, crossover vote, or mistake) and is given the option of receiving a replacement ballot. The inspector issues the voter a replacement ballot following the Spoiled Ballot Procedure.

Activity #3– Exposed Ballot

Goal: To learn proper procedures for voters who intentionally expose their voted ballot to others

Materials:
- e-Pollbook or Poll Book or sample "List of Voters" page (Appendix page 156)
- Applications to Vote
- Ballots
- Secrecy sleeve
- Exposed Ballots Envelope (will need to be created)

Instructions: Set up a "mock processing table" and use inspectors to process a voter based on the following scenario:

The voter intentionally exposes her voted ballot to other voters. The voter persists in exposing her ballot despite a warning by an election inspector. The inspector instructs the voter to surrender her ballot and the voter is not allowed to vote at the election. The ballot is marked "Rejected for Exposure" and is placed into a specially prepared envelope which is secured in the ballot container following the close of the polls.

NOTES

TOPIC 6 ACTIVITIES
PROCESSING ABSENTEE BALLOTS IN THE PRECINCT

Activity #1 – Processing Absentee Ballots

Goal: To learn proper processing procedures for different absentee voter scenarios

Materials:
- e-Pollbook or Poll Book or sample "List of Voters" page (Appendix page 147)
- AV Applications to Vote
- Ballots
- Tabulator
- AV envelopes containing marked ballots
- QVF Precinct List (if necessary)
- Secrecy sleeves - regular & Velcro
- Optical Scan Validity Standards (Appendix page 142)

Note: To role-play the scenarios detailed below, it will be necessary for the trainer to mark the ballots that will be rejected before beginning the training activity.

Instructions: Set up a "mock processing table" and use at least 2 inspectors to process absentee ballots based on the scenarios detailed below:

Ballot #1
The AV ballot is not "legal" because the **return envelope is not signed by the voter**. The return envelope is not opened and an inspector writes "Rejected as Illegal" on the envelope along with the reason. The notation must be initialed by the chairperson.

Ballot #2
The AV ballot is not "legal" because the e-Pollbook or QVF Precinct List reveals that the **voter has already voted in person**. The return envelope is not opened and an inspector writes "Rejected as Illegal" on the envelope along with the reason. The notation must be initialed by the chairperson.

Ballot #3
The AV ballot is "legal" (return envelope completed and signed and voter has not voted in person). The ballot is processed with the inspectors making the proper notation on the e-Pollbook or QVF Precinct List. The inspector responsible for opening the return envelope finds that the voter **did not return the ballot**. A notation is made on the Remarks Page of the Poll Book regarding this matter. The discrepancy is recorded automatically in the e-Pollbook or should be noted on the Ballot Summary at the close of the polls in the traditional Poll Book.

Ballot #4
The AV ballot is "legal" (return envelope completed and signed and voter has not voted in person). The ballot is processed with the inspectors making the proper notations on the e-Pollbook or QVF Precinct List. The inspector responsible for opening the return envelope finds that the **stub is missing from the**

ballot (and not included in the envelope). A notation is made in the Remarks section of the e-Pollbook or traditional Poll Book and the inspectors prepare the ballot as a "challenged" ballot. The voter's name is entered in the e-Pollbook or the Poll Book and the ballot is deposited into the tabulator.

Ballot #5 - #11
The AV ballot is "legal" (return envelope completed and signed and voter has not voted in person). The inspector responsible for opening the return envelope finds that the **ballot number matches the number recorded on the voter's Application to Vote**. The voter's name is entered in the e-Pollbook or Traditional Poll Book, the ballot stub is removed, and the ballot is deposited into the tabulator.

- Ballot #5 – The ballot is accepted by the tabulator.

- Ballot #6 - The ballot is rejected by the tabulator due to an overvote. In reviewing the error message and the ballot, the inspector finds that the ballot contains an overvote. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #7 - The primary ballot is rejected by the tabulator due to a crossover vote. In reviewing the error message and the ballot, the inspector finds that the ballot contains a crossover vote. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #8 - The ballot is rejected by the tabulator due to being a blank ballot. In reviewing the error message and the ballot, the inspector finds that the ballot is blank. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #9 - The ballot is rejected by the tabulator due to an overvote. In reviewing the error message and the ballot, the inspector finds that the tabulator produced a "false read" and that the office is not overvoted but contains a correction. The ballot must be deposited into the auxiliary bin to be duplicated after the close of the polls.

- Ballot #10 - The primary ballot is rejected by the tabulator due to a crossover vote. In reviewing the error message and the ballot, the inspector finds that the tabulator produced a "false read" and that the ballot does not contain a crossover vote. The ballot must be deposited into the auxiliary bin to be duplicated after the close of the polls.

- Ballot #11 - The ballot is rejected by the tabulator due to being a blank ballot. In reviewing the error message and the ballot, the inspector finds that the tabulator produced a "false read" and that the ballot is not a blank ballot. The ballot must be deposited into the auxiliary bin to be duplicated after the close of the polls.

Activity #2 – Duplication

Goal: To practice ballot duplication

Materials:
- AV Ballots from Activity #1 **OR**

- "Mock AV Ballots" (copies of marked and unmarked ballots) **sample blank ballots for primary and general elections attached
- Optical Scan Validity Standards (Appendix pages 142)
- Proper marking tool (black or blue ink pen)
- Original Ballots for Which Duplicates Have Been Made Envelope

Note: The activity may vary depending on the possibility of using and tabulating actual ballots during Activity #1. If it is not possible to tabulate actual ballots during the training session (as in Activity #1), Option 2 noted below will accomplish this goal. It will be necessary for the trainer to make copies of ballots to be used and mark the ballots prior to conducting the activity.

OPTION 1 – Duplicating AV Ballots from Activity #1

Instructions: Set up a "mock processing table" and use inspectors to duplicate the ballots that required duplication from Activity #1.

- Ballot #9 – false read – the ballot does not contain an overvote.
- Ballot #10 – false read – the ballot does not contain a crossover vote.
- Ballot #11 – false read – the ballot is not blank.

As an option, it may be beneficial to include more AV ballots in this duplication exercise. See scenarios in Option 2 for ideas on marking AV ballots for duplication.

OPTION 2 – Duplicating "Mock AV Ballots"

Instructions: Set up a "mock processing table" and use inspectors to duplicate "Mock AV Ballots" that cover the following scenarios:

Ballot #1
Ballot contains an attempted correction causing a false overvote read. Upon examination of the ballot, the inspectors find that the office is not overvoted and the ballot must be duplicated.

Ballot #2
Ballot contains an attempted correction causing a false crossover vote read. Upon examination of the ballot, the inspectors find that the ballot does not contain a crossover vote and the ballot must be duplicated.

Ballot #3
Ballot contains an invalid write-in, causing a false overvote read. Upon examination of the ballot, the inspectors find that the office is not overvoted and the ballot must be duplicated.

Ballot #4
Ballot contains an invalid write-in, causing a false crossover vote read. Upon examination of the ballot, the inspectors find that ballot does not contain a crossover vote and the ballot must be duplicated.

<u>Ballot #5</u>
Ballot is marked using an improper marking tool, causing a false blank ballot read. Upon examination of the ballot, the inspectors find that the ballot is not blank and the ballot must be duplicated.

<u>Optional</u>
- Using one ballot, overvote one office and make a correction in another office to create a false read. The ballot must be duplicated to eliminate the false read while preserving the actual overvote. During tabulation, the inspector will override the rejection.

OFFICIAL BALLOT
Primary Election
Tuesday, August X, XXXX
Sample County, Michigan
Sample City, Precinct 1

TO VOTE: Completely darken the oval opposite each choice as shown: ●

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two partisan sections on the primary ballot: Republican Party and Democratic Party. Select the partisan section of your choice. **YOU MAY VOTE IN ONE PARTISAN SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.**

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and completely darken the oval. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that the votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

PARTISAN SECTION		NONPARTISAN SECTION
VOTE ONLY 1 PARTISAN SECTION		JUDICIAL

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION	JUDGE OF PROBATE COURT INCUMBENT POSITION Vote for not more than 1
STATE	**STATE**	Laurent Duocher ○ _Judge of Probate Court_
GOVERNOR Vote for not more than 1	**GOVERNOR** Vote for not more than 1	George Martin ○
		Abner Pratt ○
Austin Blair ○	Stevens T. Mason ○	○
Moses Wisner ○	Edward Mundy ○	**PROPOSAL SECTION**
○	○	**COUNTY PROPOSALS**
CONGRESSIONAL	**CONGRESSIONAL**	
UNITED STATES SENATOR Vote for not more than 1	**UNITED STATES SENATOR** Vote for not more than 1	SAMPLE COUNTY PROPOSAL Shall all county parks close at dusk on evenings with a full moon?
David H. Jerome ○	Woodbridge N. Ferris ○	YES ○
Russell A. Alger ○	Cyrus G. Luce ○	NO ○
○	○	**CITY PROPOSALS**
REPRESENTATIVE IN CONGRESS 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN CONGRESS 1ST DISTRICT** Vote for not more than 1	SAMPLE CITY PROPOSAL Shall the city noise ordinance be amended outlawing speakers larger than 3 inches in cars?
Kinsley Bingham ○	John S. Barry ○	
John T. Rich ○	William Comstock ○	YES ○
○	○	NO ○
LEGISLATIVE	**LEGISLATIVE**	**LOCAL SCHOOL DISTRICT PROPOSALS**
STATE SENATOR 1ST DISTRICT Vote for not more than 1	**STATE SENATOR 1ST DISTRICT** Vote for not more than 1	SAMPLE SCHOOL DISTRICT PROPOSAL Shall a school dress code be implemented to include skirts for girls and ties for boys?
Henry H. Crapo ○	William L. Greenly ○	
Hazen S. Pingree ○	Frank Murphy ○	YES ○
○	○	NO ○
REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT Vote for not more than 1	**REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT** Vote for not more than 1	
Henry P. Baldwin ○	Murray D. VanWagoner ○	
Aaron T. Bliss ○	Edwin B. Winans ○	
○	○	

VOTE BOTH FRONT AND BACK OF BALLOT
PRINTED BY AUTHORITY OF THE SAMPLE COUNTY ELECTION COMMISSION

FRONT Card 1

PARTISAN SECTION		PROPOSAL SECTION

PARTISAN SECTION
VOTE ONLY 1 PARTISAN SECTION

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
COUNTY	**COUNTY**

PROPOSAL SECTION

DISTRICT LIBRARY PROPOSALS

SAMPLE DISTRICT LIBRARY PROPOSAL

Shall comic books be included as part of the library's permanent collection?

YES ◯
NO ◯

COUNTY COMMISSIONER 1ST DISTRICT Vote for not more than 1	COUNTY COMMISSIONER 1ST DISTRICT Vote for not more than 1
Fred W. Green ◯	James Wright Gordon ◯
Fred Warner ◯	John B. Swainson ◯
◯	◯

DELEGATE	**DELEGATE**
DELEGATE TO COUNTY CONVENTION Vote for not more than 2	DELEGATES TO COUNTY CONVENTION Vote for not more than 2
Chase S. Osborne ◯	Lewis Cass ◯
Albert Sleeper ◯	G. Mennan Williams ◯
◯	◯
◯	◯

VOTE BOTH FRONT AND BACK OF BALLOT
PRINTED BY AUTHORITY OF THE SAMPLE COUNTY ELECTION COMMISSION

BACK Card 1 RptPct 270 "Sample City, Precinct 1"

OFFICIAL BALLOT
General Election
Tuesday, November X, XXXX
Sample County, Michigan
Township Name, Precinct 1

TO VOTE: Completely darken the oval opposite each choice as shown: ●

IMPORTANT: To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."
- **Straight Ticket:** Vote the party of your choice. Nothing further need be done in the partisan section.
- **Split Ticket:** You may vote a straight ticket AND vote for individual candidates of your choice.
- **Mixed Ticket:** Vote for the individual candidates of your choice in each office.

NONPARTISAN and PROPOSAL SECTIONS of the ballot must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and darken the oval. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

PARTISAN SECTION

STRAIGHT PARTY TICKET
Vote for not more than 1

- REPUBLICAN PARTY ○
- DEMOCRATIC PARTY ○
- GREEN PARTY ○
- U.S. TAXPAYERS PARTY ○
- LIBERTARIAN PARTY ○
- NATURAL LAW PARTY ○

STATE

GOVERNOR AND LIEUTENANT GOVERNOR
Vote for not more than 1

- Austin Blair / Moses Wisner — Republican ○
- Stevens T. Mason / Edward Mundy — Democratic ○
- Arthur St. Clair / Winthrop Sargent — Green ○
- William Henry Harrison / Stanley Griswold — U.S. Taxpayers ○
- Reuben Atwater / George B. Potter — Libertarian ○
- ○

SECRETARY OF STATE
Vote for not more than 1

- John J. Bagley — Republican ○
- Epaphroditus Ransom — Democratic ○
- James W. Gordon — Green ○
- ○

ATTORNEY GENERAL
Vote for not more than 1

- Charles M. Croswell — Republican ○
- Josiah W. Begole — Democratic ○
- Robert Irwin Jr. — Green ○
- ○

CONGRESSIONAL

UNITED STATES SENATOR
Vote for not more than 1

- David H. Jerome — Republican ○
- Cyrus G. Luce — Democratic ○
- John Stockton — Green ○
- ○

CONGRESSIONAL

REPRESENTATIVE IN CONGRESS
1ST DISTRICT
Vote for not more than 1

- Kinsley S. Bingham — Republican ○
- John S. Barry — Democratic ○
- William Woodbridge — Green ○
- ○

LEGISLATIVE

STATE SENATOR
1ST DISTRICT
Vote for not more than 1

- Henry H. Crapo — Republican ○
- William L. Greenly — Democratic ○
- William Hull — Green ○
- ○

REPRESENTATIVE IN STATE LEGISLATURE
1ST DISTRICT
Vote for not more than 1

- Henry P. Baldwin — Republican ○
- Edwin B. Winans — Democratic ○
- Joseph Millers — Green ○
- ○

STATE BOARDS

MEMBER OF THE STATE BOARD OF EDUCATION
Vote for not more than 2

- Russell A. Alger — Republican ○
- John T. Rich — Republican ○
- William Comstock — Democratic ○
- Woodbridge N. Ferris — Democratic ○
- Hubert Lacroix — Green ○
- William H. Puthnuff — Green ○
- ○
- ○

MEMBER OF THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS
Vote for not more than 2

- Aaron T. Bliss — Republican ○
- Hazen S. Pingree — Republican ○
- Frank Murphy — Democratic ○
- Murray D. Van Wagoner — Democratic ○
- Morris Jackson — Green ○
- Wolcott Lawrence — Green ○
- ○
- ○

STATE BOARDS

MEMBER OF THE MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES
Vote for not more than 2

- Chase S. Osborne — Republican ○
- Fred M. Warner — Republican ○
- John B. Swainson — Democratic ○
- G. Mennan Williams — Democratic ○
- Abraham Edwards — Green ○
- John P. Sheldon — Green ○
- ○
- ○

MEMBER OF THE WAYNE STATE UNIVERSITY BOARD OF GOVERNORS
Vote for not more than 2

- Alex J. Goesbeck — Republican ○
- Albert E. Sleeper — Republican ○
- Lewis Cass — Democratic ○
- Alpheus Felch — Democratic ○
- Edmund A. Brush — Green ○
- George A. O'Keefe — Green ○
- ○
- ○

COUNTY

COUNTY COMMISSIONER
1ST DISTRICT
Vote for not more than 1

- Fred W. Green — Republican ○
- James Wright Gordon — Democratic ○
- ○

NONPARTISAN SECTION

JUDICIAL

JUSTICE OF SUPREME COURT
Vote for not more than 2

- Elon Farnsworth — Justice of Supreme Court ○
- William Fletcher ○
- Randolph Manning — Justice of Supreme Court ○
- George Morrell ○
- ○
- ○

JUDGE OF COURT OF APPEALS
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 2

- Daniel Goodwin — Judge of Court of Appeals ○
- Charles W. Whipple — Judge of Court of Appeals ○
- ○
- ○

VOTE BOTH FRONT AND BACK OF BALLOT
PRINTED BY AUTHORITY OF THE SAMPLE COUNTY ELECTION COMMISSION

FRONT Card 1

NONPARTISAN SECTION

JUDICIAL

JUDGE OF COURT OF APPEALS
1ST DISTRICT - INCUMBENT POSITION
PARTIAL TERM ENDING XX/XX/XXXX
Vote for not more than 1

Warner Wing Judge of Court of Appeals	○
	○

JUDGE OF CIRCUIT COURT
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 1

Stanford M. Green Judge of Circuit Court	○
George Miles	○
	○

JUDGE OF PROBATE COURT
INCUMBENT POSITION
Vote for not more than 1

George Martin Judge of Probate Court	○
Abner Pratt	○
	○

JUDGE OF DISTRICT COURT
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 1

Samuel T. Douglas Judge of District Court	○
	○

PROPOSAL SECTION

STATE PROPOSALS

PROPOSAL XX-1

Shall fire arms deer season start on the second Saturday after the first Monday of November?

YES ○

NO ○

PROPOSAL XX-2

Shall the turkey replace the robin as the state bird?

YES ○

NO ○

COUNTY PROPOSALS

SAMPLE COUNTY PROPOSAL

Shall 1.5 mills be levied on all beer sales to support construction of a speedway?

YES ○

NO ○

TOWNSHIP PROPOSALS

SAMPLE TOWNSHIP PROPOSAL

Shall 1.5 mills be levied on all residential property to buy a new fire truck?

YES ○

NO ○

VILLAGE PROPOSALS

SAMPLE VILLAGE PROPOSAL

Shall the village charter be amended to allow hereditary succession to council membership?

YES ○

NO ○

LOCAL SCHOOL DISTRICT PROPOSALS

SAMPLE SCHOOL DISTRICT PROPOSAL

Shall classes begin the first Wednesday after Labor Day?

YES ○

NO ○

COMMUNITY COLLEGE PROPOSALS

SAMPLE COMMUNITY COLLEGE PROPOSAL

Shall the college start a Division 1 football team?

YES ○

NO ○

INTERMEDIATE SCHOOL DISTRICT PROPOSALS

SAMPLE INTERMEDIATE SCHOOL DISTRICT PROPOSAL

Shall .25 mills be levied to support expanded bus service?

YES ○

NO ○

DISTRICT LIBRARY PROPOSALS

SAMPLE DISTRICT LIBRARY PROPOSAL

Shall a .5 percent sales tax be instituted on book sales to support library service?

YES ○

NO ○

VOTE BOTH FRONT AND BACK OF BALLOT
PRINTED BY AUTHORITY OF THE SAMPLE COUNTY ELECTION COMMISSION

BACK Card 1 RptPct 10 "Township Name, Precinct 1"

OFFICIAL BALLOT
Primary Election
Tuesday, August X, XXXX
Sample County, Michigan
Sample City, Precinct 1

TO VOTE: Complete the arrow opposite each choice as shown: ◄——◄.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: There are two partisan sections on the primary ballot: Republican Party and Democratic Party. Select the partisan section of your choice. **YOU MAY VOTE IN ONE PARTISAN SECTION ONLY; YOU CANNOT "SPLIT YOUR TICKET." IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR BALLOT WILL BE REJECTED.**

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot (if any) must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and complete the arrow. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

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WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that the votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

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PARTISAN SECTION
VOTE ONLY 1 PARTISAN SECTION

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	**STATE**
GOVERNOR	GOVERNOR
Vote for not more than 1	Vote for not more than 1
Austin Blair ◄	Stevens T. Mason ◄
Moses Wisner ◄	Edward Mundy ◄
◄	◄
CONGRESSIONAL	**CONGRESSIONAL**
UNITED STATES SENATOR	UNITED STATES SENATOR
Vote for not more than 1	Vote for not more than 1
David H. Jerome ◄	Woodbridge N. Ferris ◄
Russell A. Alger ◄	Cyrus G. Luce ◄
◄	◄
REPRESENTATIVE IN CONGRESS 1ST DISTRICT	REPRESENTATIVE IN CONGRESS 1ST DISTRICT
Vote for not more than 1	Vote for not more than 1
Kinsley Bingham ◄	John S. Barry ◄
John T. Rich ◄	William Comstock ◄
◄	◄
LEGISLATIVE	**LEGISLATIVE**
STATE SENATOR 1ST DISTRICT	STATE SENATOR 1ST DISTRICT
Vote for not more than 1	Vote for not more than 1
Henry H. Crapo ◄	William L. Greenly ◄
Hazen S. Pingree ◄	Frank Murphy ◄
◄	◄
REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT	REPRESENTATIVE IN STATE LEGISLATURE 1ST DISTRICT
Vote for not more than 1	Vote for not more than 1
Henry P. Baldwin ◄	Murray D. VanWagoner ◄
Aaron T. Bliss ◄	Edwin B. Winans ◄
◄	◄

NONPARTISAN SECTION
JUDICIAL

JUDGE OF PROBATE COURT INCUMBENT POSITION
Vote for not more than 1

- Laurent Durocher ◄ — Judge of Probate Court
- George Martin ◄
- Abner Pratt ◄
- ◄

PROPOSAL SECTION
COUNTY PROPOSALS

SAMPLE COUNTY PROPOSAL

Shall all county parks close at dusk on evenings with a full moon?

YES ◄
NO ◄

CITY PROPOSALS

SAMPLE CITY PROPOSAL

Shall the city noise ordinance be amended outlawing speakers larger than 3 inches in cars?

YES ◄
NO ◄

LOCAL SCHOOL DISTRICT PROPOSALS

SAMPLE SCHOOL DISTRICT PROPOSAL

Shall a school dress code be implemented to include skirts for girls and ties for boys?

YES ◄
NO ◄

VOTE BOTH FRONT AND BACK OF BALLOT
Printed by Authority of the Sample County Election Commission

PARTISAN SECTION
VOTE ONLY 1 PARTISAN SECTION

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION

DISTRICT LIBRARY PROPOSALS

SAMPLE DISTRICT LIBRARY PROPOSAL

Shall comic books be included as part of the library's permanent collection?

YES ◄
NO ◄

COUNTY	COUNTY

COUNTY COMMISSIONER 1ST DISTRICT
Vote for not more than 1

Fred W. Green ◄
Fred Warner ◄

COUNTY COMMISSIONER 1ST DISTRICT
Vote for not more than 1

James Wright Gordon ◄
John B. Swainson ◄

DELEGATE TO COUNTY CONVENTION
Vote for not more than 2

Chase S. Osborne ◄
Albert Sleeper ◄

DELEGATE TO COUNTY CONVENTION
Vote for not more than 2

Lewis Cass ◄
G. Mennan Williams ◄

OFFICIAL BALLOT
General Election
Tuesday, November X, XXXX
Sample County Name, Michigan
Sample Township, Precinct 1

TO VOTE: Complete the arrow opposite each choice as shown: ◀━━◀━.

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

Straight Ticket: Vote the party of your choice. Nothing further need be done in the partisan section.

Split Ticket: You may vote a straight ticket AND vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office.

NONPARTISAN and **PROPOSAL SECTIONS** of the ballot must be voted separately.

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot, write or place the name of that candidate in the blank space provided and complete the arrow. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a candidate whose name is already printed on the ballot for that office.

CHECK BOTH SIDES OF BALLOT: This ballot has two sides. Be certain to check the reverse side of the ballot.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that the votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase or correct any marks made in error.

PARTISAN SECTION

STRAIGHT PARTY TICKET
VOTE FOR NOT MORE THAN 1

Republican Party ◀

Democratic Party ◀

Green Party ◀

U.S. Taxpayers Party ◀

Libertarian Party ◀

Natural Law Party ◀

STATE

GOVERNOR AND LIEUTENANT GOVERNOR
Vote for not more than 1

Austin Blair
Moses Wisner ◀
Republican

Stevens T. Mason
Edward Mundy ◀
Democratic

Arthur St. Clair
Winthrop Sargent ◀
Green

William Henry Harrison
Stanley Griswold ◀
U.S. Taxpayers

Reuben Atwater
George B. Potter ◀
Libertarian

◀

SECRETARY OF STATE
Vote for not more than 1

John J. Bagley ◀
Republican

Epaphroditus Ransom ◀
Democratic

James W. Gordon ◀
Green

◀

ATTORNEY GENERAL
Vote for not more than 1

Charles M. Crosswell ◀
Republican

Josiah W. Begole ◀
Democratic

Robert Irwin Jr. ◀
Green

◀

CONGRESSIONAL

UNITED STATES SENATOR
Vote for not more than 1

David H. Jerome ◀
Republican

Cyrus G. Luce ◀
Democratic

John Stockton ◀
Green

◀

REPRESENTATIVE IN CONGRESS
1ST DISTRICT
Vote for not more than 1

Kinsley S. Bingham ◀
Republican

John S. Barry ◀
Democratic

William Woodbridge ◀
Green

◀

LEGISLATIVE

STATE SENATOR
1ST DISTRICT
Vote for not more than 1

Henry H. Crapo ◀
Republican

William L. Greenly ◀
Democratic

William Hull ◀
Green

◀

REPRESENTATIVE IN STATE LEGISLATURE
1ST DISTRICT
Vote for not more than 1

Henry P. Baldwin ◀
Republican

Edwin B. Winans ◀
Democratic

Joseph Millers ◀
Green

◀

STATE BOARDS

MEMBER OF THE STATE BOARD OF EDUCATION
Vote for not more than 2

Russell A. Alger ◀
Republican

John T. Rich ◀
Republican

William Comstock ◀
Democratic

Woodbridge N. Ferris ◀
Democratic

Hubert Lacroix ◀
Green

William H. Puthnuff ◀
Green

◀

◀

MEMBER OF THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS
Vote for not more than 2

Aaron T. Bliss ◀
Republican

Hazen S. Pingree ◀
Republican

Frank Murphy ◀
Democratic

Murray D. Van Wagoner ◀
Democratic

Morris Jackson ◀
Green

Wolcott Lawrence ◀
Green

◀

◀

MEMBER OF THE MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES
Vote for not more than 2

Chase S. Osborne ◀
Republican

Fred M. Warner ◀
Republican

John B. Swainson ◀
Democratic

G. Mennan Williams ◀
Democratic

Abraham Edwards ◀
Green

John P. Sheldon ◀
Green

◀

MEMBER OF THE WAYNE STATE UNIVERSITY BOARD OF GOVERNORS
Vote for not more than 2

Alex J. Groesbeck ◀
Republican

Albert E. Sleeper ◀
Republican

Lewis Cass ◀
Democratic

Alpheus Felch ◀
Democratic

Edmund A. Brush ◀
Green

George A. O'Keeffe ◀
Green

◀

COUNTY

COUNTY COMMISSIONER
1ST DISTRICT
Vote for not more than 1

Fred W. Green ◀
Republican

James Wright Gordon ◀
Democratic

◀

NONPARTISAN SECTION

JUDICIAL

JUSTICE OF SUPREME COURT
Vote for not more than 2

Elon Farnsworth ◀
Justice of Supreme Court

William Fletcher ◀

Randolph Manning ◀
Justice of Supreme Court

George Morell ◀

◀

JUDGE OF COURT OF APPEALS
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 2

Daniel Goodwin ◀
Judge of Court of Appeals

Charles W. Whipple ◀
Judge of Court of Appeals

◀

JUDGE OF COURT OF APPEALS
1ST DISTRICT - INCUMBENT POSITION
PARTIAL TERM ENDING XX/XX/XXXX
Vote for not more than 1

Warner Wing ◀
Judge of Court of Appeals

◀

Optech 3PE4c

JUDGE OF CIRCUIT COURT
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 1

Stanford M. Green
Judge of Circuit Court

George Miles

JUDGE OF PROBATE COURT
INCUMBENT POSITION
Vote for not more than 1

George Martin
Judge of Probate Court

Abner Pratt

JUDGE OF DISTRICT COURT
1ST DISTRICT - INCUMBENT POSITION
Vote for not more than 1

Samuel T. Douglas
Judge of District Court

PROPOSAL SECTION

STATE PROPOSALS

PROPOSAL XX-1

Shall fire arms deer season start on the second Saturday after the first Monday of November?

YES
NO

PROPOSAL XX-2

Shall the turkey replace the robin as the state bird?

YES
NO

COUNTY PROPOSALS

SAMPLE COUNTY PROPOSAL

Shall .5 mils be levied on all beer sales to support construction of a speedway?

YES
NO

TOWNSHIP PROPOSALS

SAMPLE TOWNSHIP PROPOSAL

Shall 1.5 mils be levied on all residential property to buy a new fire truck?

YES
NO

VILLAGE PROPOSALS

SAMPLE VILLAGE PROPOSAL

Shall the village charter be amended to allow hereditary succession to council membership?

YES
NO

LOCAL SCHOOL DISTRICT PROPOSALS

SAMPLE SCHOOL DISTRICT PROPOSAL

Shall classes begin the first Wednesday after Labor Day?

YES
NO

COMMUNITY COLLEGE PROPOSALS

SAMPLE COMMUNITY COLLEGE PROPOSAL

Shall the college start a Division I football team?

YES
NO

INTERMEDIATE SCHOOL DISTRICT PROPOSALS

SAMPLE INTERMEDIATE SCHOOL DISTRICT PROPOSAL

Shall .25 mils be levied to support expanded bus service?

YES
NO

DISTRICT LIBRARY PROPOSALS

SAMPLE DISTRICT LIBRARY PROPOSAL

Shall a .5 percent sales tax be instituted on book sales to support library service?

YES
NO

NOTES

TOPIC 7 ACTIVITIES
CAMPAIGNING AND EXIT POLLSTERS

Activity #1 – Campaigning in the Polls

Goal: To practice the proper procedure for instructing voters who attempt to campaign within 100 feet of the polls.

Materials:
- Mock polling location set-up

Instructions: Set-up a "mock polling location" and role-play the following scenarios:

Voter #1
A voter enters the polls wearing a t-shirt displaying a campaign slogan. The inspector asks the voter to cover up the slogan or turn the t-shirt inside-out while inside of the 100 foot barrier.

Voter #2
A voter enters the voting station and is talking loudly on a cell phone about the candidates on the ballot. The inspector asks the voter to end the call and informs the voter that he cannot discuss any candidates or issues on the ballot loud enough for other voters to hear the conversation.

Voter #3
A candidate enters the polling location, votes, and remains in the voting area to talk with other voters. The inspector asks the candidate to leave the polling location and remain outside of the 100 foot barrier.

Person #4
An exit pollster is standing near the entry of the polling location and is interviewing voters who are entering to vote. The inspector asks the exit pollster to remain behind the 20 foot barrier and reminds him that he can only question voters who are exiting the polling location (after voting).

Activity #2 – 100 Foot Barrier

Goal: To mark off the 100 foot barrier for campaigning and the 20 foot barrier for exit pollsters

Materials:
- Tape measure
- String
- Entrance to the polling location (any door used by voters to enter the polling location)
- Posts (or some other supplies, i.e. stakes, signs, etc. used to "mark" the barrier)

Instructions:
Using a measuring tape, ask inspectors to physically mark the 100 foot radius from the entry to the polling location that must remain clear of campaign activity.

Using a measuring tape, ask inspectors to physically mark the 20 foot radius from the entry to the polling location that must remain clear of exit poll activity.

Activity #3 – Campaigning and Exit Pollsters Q&A

Goal: To review correct procedures for monitoring campaigners and exit pollsters through a discussion with election inspectors

Materials:
- Campaigning and Exit Polling - Q&A (below)

Instructions: Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: Is any type of campaigning allowed at polling places on Election Day?

A: Campaigning is prohibited at the polling place on Election Day within 100 feet from **any** exterior entrance used by voters. Campaigning <u>is</u> allowed beyond the 100 feet.

Q: What are Exit Pollsters and are they allowed to be in the polling place?

A: Exit Pollsters are people who survey voters **after** they have voted. Exit Pollsters must remain at least 20 feet away from any exterior entrance used by voters.

NOTES

TOPIC 8 ACTIVITIES
CHALLENGERS AND POLL WATCHERS

Activity #1 – Challengers

Goal: To learn proper procedures when processing challenges in the polling place

Materials:
- e-Pollbook or traditional Poll Book or sample "List of Voters" page (Appendix page 147)
- Binder Poll Book or traditional Poll Book or sample "Challenged Voters/Procedures" page (Appendix page 148)
- Applications to Vote
- Ballots
- Tabulator
- QVF Precinct List (if necessary)
- Secrecy sleeves - regular & Velcro
- Post-it brand tape or scotch tape with a slip of paper

Instructions: Set up a "mock processing table" and use inspectors to process "challenged voters" based on the scenarios detailed below. Include practice on all steps of processing voters from instruction to receiving the ballot.

Challenge #1
A challenger approaches the precinct chair and challenges a voter based on residency status. The inspector follows the challenge procedure and issues the voter a ballot which is identified as challenged. The inspector records the challenge on the "Challenged Voters" page in the binder or traditional Poll Book.

Challenge #2
A challenger approaches the precinct chair and challenges a voter based on physical appearance. The inspector informs the challenger that this is an illegal challenge. The challenge is not carried out and the incident is noted on the Remarks page in the binder or traditional Poll Book.

Challenge #3
A challenger approaches the chairperson and challenges the procedure used to process absentee ballots. The chairperson notes the challenge in the Poll Book on the "Challenged Procedures" page and consults the clerk to confirm that the procedure is correct before continuing.

Activity #2 – Rights and Duties of Challengers and Poll Watchers

Goal: To learn the correct responsibilities and rights of challengers and poll watchers

Materials:
- Challengers and Poll Watchers Quiz (attached)

Instructions: Inspectors take a quiz on the rights & responsibilities of challengers vs. poll watchers.

Quiz 8 - Answer Key:
1. T
2. T
3. F
4. T
5. T
6. F
7. T
8. T
9. T
10. F

Activity #3 – Challengers and Poll Watchers Q&A

Goal: To review correct procedures for monitoring challengers and poll watchers through a discussion with election inspectors

Materials:
- Challengers and Poll Watchers - Q&A (below)

Instructions: Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: Can candidates appoint challengers?

A: No. Only political parties and qualified interest groups may appoint challengers.

Q: How can election inspectors identify qualified challengers?

A: A challenger must have in his or her possession a "challenger card" issued by the party or organization he or she represents. Upon entering the precinct, the challenger must show the card to the chairperson of the precinct board.

Q: How many challengers representing a single political party or interest group are allowed in a precinct at any given time?

A: Each political party or interest group is allowed up to two challengers per precinct. However, only one of the challengers has the authority to challenge at any given time.

Q: What rights do challengers have?

A: A challenger has the right to:
1. Challenge a person's qualifications to vote if the challenger has good reason to believe that the voter is not qualified to vote.
2. Challenge the actions of the election inspectors if the challenger believes that the election law is not being followed.
3. Observe the election process at the polls and at Absent Voter Counting Boards.

Q: What prohibitions are there for challengers?

A: A Challenger may not:
1. Be a candidate on the ballot. EXCEPTION: A candidate for precinct delegate may serve as a challenger in a precinct other than the one in which he or she is a candidate.
2. Serve as an election inspector.
3. Campaign, distribute, or display campaign materials within 100 feet from **any** exterior entrance used by voters.

Q: What is a poll watcher?

A: A person who wishes to observe the election process – but who is not a qualified challenger. Candidates may not remain in the polling place after they have voted.

TOPIC 8 QUIZ
CHALLENGERS AND POLL WATCHERS

Please answer the following questions with a "T" for true, or an "F" for false:

_____ 1. A challenger may not campaign, distribute, or display campaign materials within 100 feet from **any** exterior entrance used by voters.

_____ 2. A challenger may stand or sit behind the processing table.

_____ 3. A challenger may touch ballots and election equipment.

_____ 4. Challengers and poll watchers may remain in the precinct after the close of the polls to observe the precinct canvass.

_____ 5. In order to challenge a person's qualifications to vote, a challenger must have good reason to believe that the voter is not qualified to vote.

_____ 6. Challenges may be directed to the chairperson or to the voter.

_____ 7. A challenger must have in his or her possession a "challenger card" issued by the party or organization he or she represents.

_____ 8. If two challengers are representing a political party or an organization in the precinct, only one of the challengers may hold the authority to challenge at any given time.

_____ 9. Poll watchers may inspect the e-Pollbook or Traditional Poll Book at the discretion of the chairperson.

_____ 10. Poll watchers may sit behind the processing table within the processing area.

NOTES

TOPIC 9 ACTIVITIES
WRITE-IN CANDIDATES

Activity #1 – Recording Write-In Votes

Goal: To practice correct processing for recording write-in votes

Materials:
- Write-In Tally Page of Poll Book
- Statement of Votes (Appendix pages 150-153)
- List of Declared Write-In Candidates
- Optical Scan Validity Standards (Appendix pages 142)

Note: It will be necessary for the trainer to mark the ballots according to the scenarios below before conducting the activity.

Instructions: Set up a "mock processing table" and use inspectors to retrieve ballots from the write-in bin and record write-in votes in the appropriate sections of the binder or traditional Poll Book. Include mock write-in votes that cover the following scenarios:

Ballot #1
The name written in by the voter **is on the list** of declared write-in candidates provided by the local clerk and the vote is recorded under the proper office and party (if a partisan primary). The vote is valid.

Ballot #2
The name written in by the voter **is not on the list** of declared write-in candidates provided by the local clerk. The vote is invalid and does <u>not</u> result in a "false" overvote or crossover vote read.

Ballot #3
The name written in by the voter **is on the list** of declared write-in candidates provided by the local clerk and the vote is recorded under the proper office and party (if a partisan primary). However, the name is not spelled correctly (i.e. – spelled "Tommy Jones" but on list as "Thomas Jones"). The vote is valid and is tallied in the binder or traditional Poll Book and recorded on the Statement of Votes as written by the voter.

Ballot #4
The name written in by the voter **is on the list** of declared write-in candidates provided by the local clerk and the vote is recorded under the proper office and party (if a partisan primary). However, the target area is not marked by the voter. The vote is invalid and does <u>not</u> result in a "false" overvote or crossover vote read.

Ballot #5
The target area next to the write-in line is marked, but there is no name listed on the line. The vote is invalid and does not result in a "false" overvote or crossover vote read.

Ballot #6

The name written in by the voter **is on the list** of declared write-in candidates but is written in under the wrong office. The vote is invalid and does not result in a "false" overvote or crossover vote read.

Ballot #7 - #10
The following scenarios create a "false overvote" and must be manually corrected on the tabulator Totals tape:

- Ballot #7 - The name written in by the voter **is not on the list** of declared write-in candidates.

- Ballot #8 - The name written in by the voter **is on the list** of declared write-in candidates and does correspond to the candidates office and party (if primary election) as filed. However, the target area is <u>not</u> filled in by the voter. This would not cause an overvote read as the target area was <u>not</u> marked.

- Ballot #9 - The target area next to the write-in line is marked, but there is no name listed on the line.

- Ballot #10 - The name written in by the voter **is on the list** of declared write-in candidates but is written in under the wrong office.

Optional
If training for a partisan primary, it might be beneficial to re-create ballot scenarios #7 - #9 that cause a crossover vote instead of an overvote.

Activity #2 – Responding to Voter Inquiries

Goal: To practice correct response for voter inquiries regarding specific contest information

Materials:
- Mock processing table materials

Instructions: Set up a "mock processing table" and use inspectors to respond to information requests from voters covering the following scenarios:

Voter #1
A voter enters the polling location and requests a list of write-in candidates from the board of election inspectors. The inspectors inform the voter that they are prohibited from discussing candidates or issues on the ballot and refer the voter to the local clerk.

Voter #2
A voter enters the polling location and asks, "If I vote Yes on this proposal, will it increase my taxes?" The inspectors inform the voter that they are prohibited from discussing candidates or issues on the ballot and refer the voter to the local clerk.

Activity #3 – Write-In Candidates Q&A

Goal: To review correct procedures for recording write-in votes through a discussion with election inspectors

Materials:
- Topic 9 – Write-In Candidates Q&A

Instructions:
Conduct a discussion with election inspectors using the questions and corresponding answers provided below:

Q: How do election workers determine which write-in votes are to be tallied and which ones to ignore?

A: An individual who wishes to seek nomination or election to an office on the ballot as a write-in candidate must file a "Declaration of Intent" by 4:00 p.m. on the second Friday preceding the election. Precinct delegate candidates may also file their declaration with the election board on the day of the election.   The local clerk is responsible for notifying the precinct board of any such candidates. A write-in vote for an individual who has not filed a declaration does not count. Similarly, a write-in vote will not count unless the vote cast corresponds to the office identified on the declaration. In a partisan primary, a write-in vote will not count unless the vote cast corresponds to the **office and party** identified on the declaration.

Q: How should 'misspelled' write-in candidate names be recorded?

A: Record all valid write-in votes **exactly as they are recorded by the voter.** Include all name variations and misspellings. The Board of Canvassers will determine if the votes can be counted.

NOTES

TOPIC 10 ACTIVITIES
CLOSING THE POLLS

Activity #1 – Completing the Certificate of Election Inspectors

Goal: To practice correct completion of tasks detailed in the Certificate of Election Inspectors

Materials:
- Binder or traditional Poll Book or sample of the Certificate of Election Inspectors (Appendix page 150-153)

Instructions: Inspectors complete a mock Certificate of Election Inspectors and discuss each of the required tasks that must be completed during the precinct canvass.

Activity #2 – Completing the Statement of Votes

Goal: To practice the correct completion of tasks detailed in the Certificate of Election Inspectors

Materials:
- Binder or traditional Poll book or sample Statement of Votes (Appendix page 150-153)
- County Clerk #1 Envelope
- Board of County Canvassers #2 Envelope
- Local Clerk #3 Envelope

Instructions: Inspectors complete a mock Statement of Votes including the attachment of the proposal language and totals tapes. Each mock copy should be placed in the appropriate envelope for proper delivery.

Activity #3 – Completing the Ballot Summary

Goal: To balance the ballot summary

Materials:
- e-Pollbook or traditional Poll Book or sample Ballot Summary
- Mock Election Day numbers (Attached)
- Mock Ballot Summary Answer Key (Attached)
- Writing utensils

Instructions: Using mock Election Day numbers, inspectors complete and balance the ballot summary.

Activity #4 – Ballot Security

Goal: To practice sealing only the used and unused ballots into the ballot container and properly documenting the sealing

Materials:
- Approved ballot container
- Ballots
- Original Ballots Envelope
- Spoiled or Defective Ballots Envelope
- Seal
- Ballot Container Certificate with plastic sleeve
- Binder or traditional Poll Book or sample Statement of Votes and Certificate of Election Inspectors (Appendix pages 159-162)

Instructions: Inspectors place all used and unused ballots into an approved ballot container. They seal using an approved seal that is attached to a completed ballot container certificate inside of a plastic sleeve. The seal number is properly recorded in the required locations: binder or traditional Poll Book (If Statement of Votes is detached), Statement of Votes, and ballot container certificate. The process is attested to by two inspectors representing different political parties.

Activity #5 – Preparing the Envelopes

Goal: To practice correct preparation of special envelopes that must be delivered to the local clerk at the close of the polls

Materials:
- County Clerk #1 Envelope
- Board of County Canvassers #2 Envelope
- Local Clerk #3 Envelope
- Provisional Ballot Security Envelope

Instructions: Inspectors prepare the special envelopes for return, placing the correct materials into each and properly sealing them with a red paper seal signed by 2 inspectors representing different political parties.

CLOSE OF POLLS CHECKLIST

City/Township of: _____ Election Date: _____

Precinct #: _____

1. **CLOSE OF POLLS** – Verify the following:

   ☐ Voter activity has been documented for <u>all voters</u> (including absent voters if processed in precinct).
   ☐ All required items have been entered into the Ballot Summary. Any discrepancies were investigated and corrected or are fully explained on the Remarks page.

2. **POLL BOOK** – Verify the following:

   ## Clerk's Preparation Certificate
   ☐ The Clerk's Preparation Certificate is completed and signed.

   ## Election Inspector's Preparation Certificate
   ☐ The Election Inspector's Preparation Certificate is completed and signed by all inspectors present at the opening of the polls.

   ## Oaths of Office
   ☐ All inspectors present at the opening of the polls subscribed to the Constitutional Oath of Office.
   ☐ All replacement inspectors and or "split board" inspectors subscribed to the Constitutional Oath of Office.
   ☐ The person who administered each oath signed in the designated area(s).

   ## List of Voters
   ☐ The List of Voters is complete.
   ☐ The total number of voters processed (per the List of Voters) agrees with the total number of ballots tabulated (per the tabulator public counter and as documented on the Ballot Summary report) and the Applications to Vote (including Applications for Absent Voter Ballot is absent voter ballots were processed in the precinct).

   ## Write-in Bin and Write-inTally
   ☐ All ballots were removed from the Write-in Bin.
   ☐ All write-in votes for "declared" write-in candidates (if any) were properly recorded and include the required information, e.g., for a primary – name, office and political party; for a general election – name and office.
   ☐ All ballots containing invalid write-in votes were inspected to determine if one or more invalid write-in votes resulted in a false overvote and or crossover vote.
   ☐ Manual corrections were made to the totals tapes, if needed, to adjust for invalid write-in votes.
   ☐ Write-in totals were recorded on the Statements of Votes.
   ☐ A notation was made indicating that no write-in votes were cast (if applicable).

Challenged Voter Section
☐ All voter challenges and challenges to procedures are properly documented.
☐ A notation is made indicating that no challenges were made (if applicable).

Auxilliary Bin – Duplicated Ballots
☐ All ballots were removed from the Auxilliary Bin and were tabulated or duplicated and the duplicates were tabulated.
☐ Corresponding numbers were recorded to the top of each "original" ballot requiring duplication and the corresponding "duplicate" ballot.
☐ All votes recorded to "duplicate" ballots were verified against the votes cast on the corresponding "original" ballot.
☐ All "duplicate" ballots were tabulated and were placed inside the ballot container along with all other used ballots.
☐ All "original" ballots were sealed into the special envelope and placed inside the ballot container.

Remarks
☐ All notations are clearly stated.
☐ All notations regarding election worker replacements or departures are documented.
☐ All notations regarding the opening of the ballot container during the course of the election are documented.
☐ All notations regarding the removal of ballots from the ballot container during the course of the election are documented.
☐ All notations regarding the malfunction or failure of the tabulator to properly perform during the course of the election are documented and include the following information: 1) time the tabulator was taken out of commission 2) total number of ballots counted at that time 3) time the tabulator was returned to service and 4) any other information that might be deemed necessary.
☐ All other unusual events (if any) are documented.

Certificate of Election Inspectors (*NOTE: It is critical that extra care be taken when completing the following checks.)*

☐ The number of voters according to the certificate equals the number of voters whose names appear on the List of Voters. (Include absent voters, if processed in precinct.)
☐ The number of ballots tabulated according to the certificate equals the public counter total according to the totals tapes.
☐ Any discrepancies between the number of voters and number of ballots tabulated are clearly explained on the Remarks page.
☐ All tasks listed at the top of the certificate page were completed and are checked.
☐ The Ballot Storage Container Seal Certification and Tabulator program Storage Container Seal Certification was completed and signed by the two inspectors (representing different political parties) who sealed the containers.
☐ The bottom of the Certificate of Election Inspectors was signed by all inspectors who were present at the close of the polls.

Ballot Summary Report

☐ The Ballot Summary is complete.

☐ The number of ballots tabulated equals the number of voters according to the List of Voters. *(Note: If these totals do not agree and the reason for the discrepancy has not been identified, it may be necessary to physically count the number of ballots tabulated. If the physical count agrees with the number of voters according to the List of Voters, minus any "Envelope" ballots that were issued, the ballots must be retabulated. Contact the clerk for instructions.)*

☐ The total reported on line C equals the total reported on line K (J if using the traditional Poll Book). Any discrepancies have been investigated and corrected or are explained in the Remarks of the epb or traditional Pollbook page.

3. **BALLOT CONTAINER** – Verify the following:

☐ The following items were placed inside an "approved" ballot container:
   - All used ballots
   - All unused ballots (banded or wrapped)
   - All "Spoiled/Defective" ballots inside the special envelope
   - All "Original" ballots for which "duplicates" have been made and tabulated inside the special envelope

☐ The seal number used to seal the container is recorded on the container certificate and was verified against the seal on the container.

☐ The container certificate is dated and signed by two election inspectors representing different political parties.

☐ The container certificate is secured inside a clear plastic sleeve and is attached to the seal mechanism of the container or is otherwise incorporated into the construction of the container.

☐ The ballot container is properly sealed so that <u>nothing</u> can be removed or added to the container without breaking the seal or doing damage to the container.

☐ If a "dual" seal ballot container was used, both seal numbers are properly recorded and attested to. (NOTE: Depending upon the design of the container, it may be required that the "back" door be permanently sealed and the sealing documented by the clerk on a separate ballot container certificate. In this case, the certificate must be signed by two election officials and dated prior to the date of the election.)

4. **STATEMENT OF VOTES** – A minimum of three copies are required. Verify that <u>each copy</u> contains the following five items:

☐ Totals Tape signed by all inspectors present at the close of the polls. (NOTE: The Totals Tape attached to the Statement of Votes addressed to the local clerk should container the "zero" report tape that was generated prior to the opening of the polls. This tape should also be signed by all inspectors present prior to the opening of the polls.)

☐ Complete text of any proposals that appeared on the ballot.

☐ Total number of valid write-in votes received by all "declared" write-in candidates. (NOTE: Entries should reflect names as recorded by voters.)

☐ Record of the seal number used to seal the Ballot Container and Tabulator Program Delivery Container attested to by two inspectors representing different political parties.
☐ Signatures of all inspectors present at the close of the polls.

5. **TABULATOR PROGRAM DELIVERY CONTAINER –** Verify the following:

☐ The tabulator program was removed from the tabulator and placed inside the container (if applicable).
☐ The container certificate is secured inside a clear plastic sleeve and is attached to the seal mechanism of the container or is otherwise incorporated into the construction of the container.
☐ The container certificate was dated and signed by two election inspectors representing different political parties.
☐ The container certificate contains a record of the seal number used to seal the container and the seal number agrees with the seal on the container.
☐ The container is properly sealed so that <u>nothing</u> can be removed or added to the container without breaking the seal or doing damage to the container.

NOTE: The following additional items <u>may</u> be sealed inside the "Tabulator Program Delivery Container" or secured inside one or more special envelopes using an official "Red Paper" seal:

☐ e-Pollbook flash drive (with all reports saved)
☐ Poll Book
☐ Statements of Votes
☐ Clerks Envelope (Applications to Vote, AutoMARK Test Ballot, completed Change of Address and 60 Day Cancellation Authorization forms, completed Voter Registration forms, other notes to clerk)
☐ Used Provisional Ballot Security Envelopes and completed Provisional Ballot 4-Step Procedure forms
☐ Absent Voter Ballot Envelope (AV Return Envelopes and AV Applications)

Ballot Summary Information

- Official ballots delivered to the precinct ------------------------------ #1 - #400
- Absent voter ballot return envelopes delivered to precinct ---------- 78
- Number of ballots tabulated -- 406
- Number of AV envelopes which did not contain a ballot ------------ 0
- Number of ballots reissued to voters who spoiled their ballot ------- 14
- Number of ballots used for duplications ------------------------------ 5
- Number of "Provisional Envelope" ballots issued -------------------- 1
- Unused ballots -- #349 - #400

Instructions:
Complete the ballot summary by using the assigned numbers above

7/23/07

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

✔ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):..............._____

☐ The number of ballots tabulated is:.._____

☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☐ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.

☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☐ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

(**400** minus **1**) +1 = **400**
Ending No.   Starting No.

B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct)   **78**

C. Total of Lines A & B: = **478**

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

D. Number of ballots tabulated: (include absent voter ballots if processed in precinct): **406**

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: **0**

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): **14**

G. Number of ballots used by election inspectors for ballot duplications: **5**

H. Number of PROVISIONAL "envelope" ballots issued: **1**

I. Number of UNUSED BALLOTS (excess ballots):

400 minus **349** +1 = **52**
Ending No. of Unused Ballots   Starting No. of Unused Ballots

J. Total of Lines D, E, F, G, H and I: = **478**

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

☐ **By signing below: we, the undersigned members of the Board of Election Inspectors, certify** that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal | NO.

☐ **We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from** the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal | NO.

X_____

X_____

Signature of member who **sealed** the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

Signature of member who **verified** these sealings. (May not represent same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation In the Remarks Section of this Poll Book)

Chairperson	Phone		Phone
X		X	
	Phone		Phone
X		X	
	Phone		Phone
X		X	
	Phone		Phone
X		X	
	Phone		Phone
X		X	

WHITE COPY TO *LOCAL CLERK*

OPTICAL SCAN STATEMENT OF VOTES

WARD/PRECINCT: _____ JURISDICTION: _____ DATE OF ELECTION: _____

1 DECLARED WRITE-IN CANDIDATE INFORMATION
(Enter write-in candidate information and transfer total write-in votes from tally page.)

DECLARED WRITE-IN CANDIDATES (Please record like offices together)	TOTAL WRITE-IN VOTES
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____	

2 BALLOT SUMMARY

THESE TOTALS MUST AGREE!

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:
(Do not include absent voter ballots)

First Ballot Style (_400_ Ending No. − (Minus) _1_ Starting No.) + 1 = _400_

Second Ballot Style (if any) (___ Ending No. − (Minus) ___ Starting No.) + 1 = ___   **400**

B. Number of absent voter return envelopes received by board: **78**
(Enter "0" if absent voter ballots not processed in precinct)

C. Total of lines A and B: **478**

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: **406**
(Include absent voter ballots if processed in precinct.)

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: **0**

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated):   **14**

G. Number of ballots used by election inspectors for ballot duplications: **5**

H. Number of PROVISIONAL "envelope" ballots issued: **1**

I. Number of UNUSED BALLOTS (excess ballots):

First Ballot Style (_400_ Ending No. of Unused Ballots − (Minus) _349_ Starting No. of Unused Ballots) + 1 = _52_

Second Ballot Style (if any) (___ Ending No. of Unused Ballots − (Minus) ___ Starting No. of Unused Ballots) + 1 = ___   **52**

J. Total of Lines D, E, F, G, H and I: **478**

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

NOTES

TOPIC 11 ACTIVITY
CHECKS AND BALANCES

<u>Activity - Checks and Balances Quiz</u>

Goal: To be aware of the election day procedures that require the involvement of two election inspectors representing different political parties

Materials:
- Checks and Balances Quiz (attached)

Instructions: Inspectors complete Checks and Balances Quiz and discuss with trainer once finished. It is suggested that this quiz not be "graded" by the trainer – rather it can be used more as a tool by each inspector to measure his or her knowledge level and to stimulate discussion.

Checks and Balances Quiz Answer Key:

<u>Section 1</u> – Checks should be made next to the following numbers: 1, 3, 4, 6, 8, 9, 10

<u>Section 2</u> – Notations may vary, but the following information should be included:

- #1 – Inspectors should note the opening of the container, the transfer of ballots, the time of transfer, and the names of the 2 inspectors who completed the task.

- #2 – Inspectors should note the name of the voter requiring assistance, the time, and the names of the 2 inspectors who assisted the voter.

<u>Section 3</u> – Answers may vary

TOPIC 11 QUIZ
CHECKS AND BALANCES

Section 1

Please place a checkmark next to each Election Day procedure below that must be completed by **TWO** election inspectors who have expressed a preference for different political parties:

_____ 1. Processing absentee ballots in the polling location

_____ 2. Verifying a voter's registration status by checking the e-Pollbook or QVF Precinct List

_____ 3. Assisting a voter in marking his or her ballot (Michigan process)

_____ 4. Duplicating ballots

_____ 5. Announcing, "The Polls are Now Open" at 7:00 A.M.

_____ 6. Sealing the ballot container(s)

_____ 7. Issuing a new ballot to a voter who has spoiled his or her ballot

_____ 8. Delivering the ballot container(s) and special envelopes to the local clerk or the receiving board

_____ 9. Removing ballots from the tabulator bin while the polls are open

_____ 10. Offering instructions to a voter once he has entered the voting station

Section 2

Please enter a notation in the Remarks section of the e-Pollbook or traditional Poll Book for each scenario below:

1. The tabulator ballot bin becomes full at 3:30 P.M. and the ballots must be transferred to an approved container.

TIME	REMARKS SECTION This Area may be used for Recording any Special Proceedings at the Election as may be deemed important

2. A voter (Sally Smith) requests assistance from the board of election inspectors in marking her ballot.

TIME	REMARKS SECTION This Area may be used for Recording any Special Proceedings at the Election as may be deemed important

Section 3

Please write down any remaining questions you have regarding Election Day responsibilities in the space provided below:

NOTES

Activity – Receiving Board Check-List

Goal: To review the main components of the precinct canvass for proper completion

Materials:
- Binder or Traditional Poll Book
- Special Envelopes
- Ballot Container (sealed)
- e-Pollbook Flash Drive, Memory Pack and AutoMARK Flashcard (sealed in "transfer container" if applicable)
- Sample Statements of Votes (Appendix page 150-153)
- Receiving Board Check-List (Attached)

Note: It will be necessary for the trainer to gather the required materials in post-precinct canvass format before conducting this activity.

Instructions: Inspectors review the required components of the precinct canvass to determine if it is completed correctly by the Board of Election Inspectors by following the Precinct Canvass Check-List.

Receiving Board Checklist

√	**Jurisdiction**	**Precinct #**

Documents

☐ **Check to confirm that the election inspectors did <u>not</u> seal the Poll Book or the Statement of Votes in the ballot container.**

Corrective actions if needed: If the receiving board finds that the Poll Book or Statement of Votes has been sealed in the ballot container, direct the election inspectors to open the ballot container to remove the document(s). Note the actions taken to correct the matter in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. After removing the document(s) from the ballot container, direct the election inspectors to reseal the ballot container and record the new seal number on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.

Seals

☐ **Check to confirm that the ballot container is <u>properly sealed</u> and that the seal number is <u>accurately recorded</u> on the Ballot Container Certificate, in the Poll Book and on the Statement of Votes.**

Corrective actions if needed: If the ballot container is not properly sealed or the seal number is not properly recorded on the Ballot Container Certificate, in the Poll Book or on the Statement of Votes, take the necessary actions to correct the discrepancy. Note the discrepancy and the actions taken to correct the matter in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board.

Poll Book/Statement of Votes balance

☐ **Check to confirm that the <u>number of names</u> entered in the Poll Book <u>balances</u> with the <u>number of ballots</u> counted in the precinct as shown on the precinct's tabulator tape and recorded on the Statement of Votes.**

Corrective actions if needed: If a ballot balance discrepancy is found that is not explained in the Poll Book (e.g., provisional "envelope" ballots, empty absent voter ballot return envelopes, etc.), question the election inspectors on the discrepancy. After questioning the election inspectors, note the explanation – or the election inspectors' inability to provide an explanation – in the remarks section of the Poll Book. The notation must be signed by the election inspectors and the members of the receiving board. NOTE: When performing this check, the receiving board does <u>not</u> have the authority to count, retabulate or handle the ballots secured in the ballot container.

Resealing Poll Book/Statement of Votes

☐ **After completing the above checks, replace the Poll Book and Statement of Votes in the delivery envelope, seal the envelope with a red paper seal and initial the seal.**

Option: If permitted by the clerk of the board of canvassers responsible for canvassing the election, the Poll Books and Statement of Votes for multiple precincts may be included in a single delivery envelope.

NOTES

TOPIC 13 ACTIVITY
SPLIT PRECINCTS

Activity – Ballot Summary for Split Precinct if using Traditional Poll Book

Goal: To balance the ballot summary accounting for 2 ballot styles issued within one precinct (and canvassed by 1 county canvassing board) using the traditional Poll Book and an Addendum Ballot Summary

Materials:
- Traditional Poll Book or sample Poll Book Ballot Summary (Appendix pages 159)
- Sample Addendum Ballot Summary (Appendix page 158)
- Mock Election Day numbers (Attached)
- Mock Ballot Summary Answer Key (Attached)
- Writing utensils

Instructions: Using mock Election Day numbers, inspectors complete and balance the ballot summary on both the traditional Poll Book and the Addendum Ballot Summary.

Ballot Summary Information

Ballot Style A (Poll Book Ballot Summary)

- Official ballots delivered to the precinct ---------------------- #1 - #400
- Absent voter ballot return envelopes delivered to precinct ---------- 78
- Number of ballots tabulated --- 406
- Number of AV envelopes which did not contain a ballot ------------ 0
- Number of ballots reissued to voters who spoiled their ballot ------- 14
- Number of ballots used for duplications ------------------------------- 5
- Number of "Provisional Envelope" ballots issued -------------------- 1
- Unused ballots --- #349 - #400

Ballot Style B (Addendum Ballot Summary)

- Official ballots delivered to the precinct ---------------------- #1 - #200
- Absent voter ballot return envelopes delivered to precinct ---------- 36
- Number of ballots tabulated --- 207
- Number of AV envelopes which did not contain a ballot ------------ 0
- Number of ballots reissued to voters who spoiled their ballot ------- 9
- Number of ballots used for duplications ------------------------------- 2
- Number of "Provisional Envelope" ballots issued -------------------- 0
- Unused ballots --- #183 - #200

Instructions:
Complete the ballot summaries by using the assigned numbers above. It will be necessary to combine the total number of voters for both ballot styles to report the final number on the Certificate of Election Inspectors.

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

✔ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☑ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):.............. 614

☑ The number of ballots tabulated is:... 613

☑ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☑ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☑ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☑ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☑ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.

☑ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

☑ Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

$$(\underset{\text{Ending No.}}{400} \overset{\text{minus}}{-} \underset{\text{Starting No.}}{1}) +1 = 400$$

B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) 78

C. Total of Lines A & B: $= \boxed{478}$

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

D. Number of ballots tabulated: (include absent voter ballots if processed in precinct): 406

E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: O

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14

G. Number of ballots used by election inspectors for ballot duplications: 5

H. Number of PROVISIONAL "envelope" ballots issued: 1

I. Number of UNUSED BALLOTS (excess ballots):

$$\underset{\substack{\text{Ending No. of}\\\text{Unused Ballots}}}{\boxed{400}} \overset{\text{minus}}{-} \underset{\substack{\text{Starting No. of}\\\text{Unused Ballots}}}{\boxed{349}} +1 = \boxed{52}$$

J. Total of Lines D, E, F, G, H and I: $= \boxed{478}$

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

☑ **By signing below: we, the undersigned members of the Board of Election Inspectors, certify** that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal NO. *12345*

☑ **We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from** the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal NO. *82821*

X *Stacy Smith*

Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER

X *Bob Sharp*

Signature of member who verified these sealings.
(May not represent same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

Chairperson	Phone
X *Sally Jones*	555-1212
X *Jimmy Anderson*	555-1234
X *Sandy Highler*	555-8728
X	
X	

	Phone
X *Stacy Smith*	555-2093
X *Bob Sharpe*	555-5501
X	
X	
X	

WHITE COPY TO LOCAL CLERK

ADDENDUM BALLOT SUMMARY

General
Regular or Special

Held On _Nov. 7_ , 20 _07_ in the _1st_
Month and Date   Year   Ward/Precinct

City/(Twp.) of _ACME_
City or Township

School District of _____
School District

County of _BAY_ , State of Michigan
County

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)
(_200_ - _1_) + 1 = _200_
(Ending No.)   (Starting No.)

B. Number of absent voter return envelopes received by board: (Enter "0" if absent voter ballots not processed in precinct) _36_

C. Total of Lines A & B: _236_

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

D. Number of ballots tabulated: _207_

E. Number of ballots reissued to voters who spoiled their ballot: (Spoiled or defective ballots for which a new ballot was issued and tabulated) _9_

F. Number of ballots which were used by election inspectors for duplications: _2_

G. Number of provisional "envelope" ballots issued: _0_

H. Number of ballots which were not issued:
(_200_ - _183_) + 1 = _18_
(Ending No.)   (Starting No.)

I. Number of absent voter return envelopes received which did not contain a ballot: (Enter "0" if absent voter ballots not processed in precinct) _0_

J. Total of Lines D, E, F, G, H and I: _236_

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF POLL BOOK.

UPON COMPLETION, INSERT THIS ADDENDUM BALLOT SUMMARY INTO BACK OF POLL BOOK.

NOTES

TOPIC 14 ACTIVITIES
ABSENT VOTER COUNTING BOARD

Activity #1 – Processing Absentee Ballots

Goal: To learn proper processing procedures for different absentee voter scenarios

Materials:
- Absent Voter Counting Board Poll Book or copied "List of Voters" page from AV Counting Board Poll Book (Appendix page 165)
- AV Applications to Vote
- Ballots
- Tabulator
- AV envelopes containing marked ballots
- List of Absent Voters
- Secrecy sleeves - regular
- Optical Scan Validity Standards (Appendix page 142)

Note: To role-play the scenarios detailed below, it will be necessary for the trainer to mark the ballots and return envelopes before beginning the training activity.

Instructions: Set up a "mock Absent Voter Counting Board" and use at least 3 inspectors (or the number of inspectors used in the counting board) to process absentee ballots based on the scenarios detailed below:

Ballot #1
The AV ballot is not "legal" because the **return envelope is not signed by the voter**. The return envelope is not opened and an inspector writes "Rejected as Illegal" on the envelope along with the reason. The notation must be initialed by the chairperson.

Ballot #2
The AV ballot is "legal" (return envelope completed and signed) and the ballot is processed with the inspectors making the proper notation on the List of Absent Voters/AV Poll Book. The inspector responsible for opening the return envelope finds that the voter **did not return the ballot**. A notation is made on the Remarks Page of the Poll Book regarding this matter.

Ballot #3
The AV ballot is "legal" and the ballot is processed with the inspectors making the proper notations on the List of Absent Voters/AV Poll Book. The inspector responsible for opening the return envelope finds that the **stub is missing from the ballot** (and not included in the envelope). A notation is made on the Remarks Page of the Poll Book and the inspectors prepare the ballot as a "challenged" ballot.

Ballot #4 - #10
The AV ballot is "legal" and the ballot is processed with the inspectors making the proper notations on the List of Absent Voters/AV Poll Book. The inspector responsible for opening the return envelope finds that the **stub number matches the number recorded on the voter's Application to Vote**.

- Ballot #4 – The ballot is accepted by the tabulator.

- Ballot #5 - The ballot is rejected due to an overvote. In reviewing the error message and the ballot, the inspector finds that the office is overvoted. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #6 - The ballot is rejected due to a crossover vote. In reviewing the error message and the ballot, the inspector finds that the ballot does contain a crossover vote. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #7 - The ballot is rejected due to being a blank ballot. In reviewing the error message and the ballot, the inspector finds that the ballot is blank. The inspector overrides the error message and the ballot is accepted by the tabulator.

- Ballot #8 - The ballot is rejected due to an overvote. In reviewing the error message and the ballot, the inspector finds that the tabulator is producing a false read and that the **office is not overvoted**. The ballot must be deposited into the auxiliary bin for later duplication by two inspectors affiliated with different political parties.

- Ballot #9 - The ballot is rejected due to a crossover vote. In reviewing the error message and the ballot, the inspector finds that the tabulator is producing a false read and that the **ballot does not contain a crossover vote**. The ballot must be deposited into the auxiliary bin for later duplication by two inspectors affiliated with different political parties.

- Ballot #10 – The ballot is rejected due to being a blank ballot. In reviewing the error message and the ballot, the inspector finds that the tabulator is producing a false read and that the **ballot is not blank**. The ballot must be deposited into the auxiliary bin for later duplication by two inspectors affiliated with different political parties.

Activity #2 – Duplication

Goal: To practice ballot duplication

Materials:
- AV Ballots from Activity #1 **OR**
- "Mock AV Ballots" (copies of marked and unmarked ballots) **sample blank ballots for primary and general elections on previous pages in the Workbook
- Optical Scan Validity Standards (Appendix page 152)
- Original Ballots for Which Duplicates have Been Made Envelope

- Proper marking tool (black or blue ink pen)

Note: The activity may vary depending on the possibility of using and tabulating actual ballots during Activity #1. If it is not possible to tabulate actual ballots during the training session (as in Activity #1), Option 2 noted below will accomplish a similar goal of practicing the duplication process. It will be necessary for the trainer to make copies of ballots to be used for the election and mark the ballots prior to conducting the activity.

OPTION 1 – Duplicating AV Ballots from Activity #1

Instructions: Set up a "mock processing table" and use inspectors to duplicate the ballots that required duplication from Activity #1.

- Ballot #8 – false read – the ballot does not contain an overvote
- Ballot #9 – false read – the ballot does not contain a crossover vote
- Ballot #10 – false read – the ballot is not blank

As an option, it may be beneficial to include more AV ballots in this duplication exercise. See scenarios in Option 2 for ideas on marking AV ballots for duplication.

OPTION 2 – Duplicating "Mock AV Ballots"

Instructions: Set up a "mock processing table" and use inspectors to duplicate "Mock AV Ballots" that cover the following scenarios:

Ballot #1
Ballot contains an attempted correction, resulting in a false overvote read. Upon examination of the ballot, the inspectors find that the office is not overvoted and the ballot must be duplicated.

Ballot #2
Ballot contains an attempted correction, resulting in a false crossover vote read. Upon examination of the ballot, the inspectors find that the ballot does not contain a crossover vote and the ballot must be duplicated.

Ballot #3
Ballot contains an invalid write-in, resulting in a false overvote read. Upon examination of the ballot, the inspectors find that the office is not overvoted and the ballot must be duplicated.

Ballot #4
Ballot contains an invalid write-in, resulting in a false crossover vote read. Upon examination of the ballot, the inspectors find that the ballot does not contain a crossover vote and the ballot must be duplicated.

<u>Ballot #5</u>
Ballot is marked using an improper marking tool, resulting in a false blank ballot read. Upon examination of the ballot, the inspectors find that the ballot is not blank and the ballot must be duplicated.

<u>Optional</u>
- Using one ballot, overvote one office and make a correction in another office to create a false read. The ballot must be duplicated to eliminate the false read while preserving the actual overvote. During tabulation, the inspector will override the rejection.

NOTES

TOPIC 15 ACTIVITIES
PRECINCT DELEGATES

Activity #1 – Precinct Delegate Declaration of Intent

Goal: To practice the proper completion of the Precinct Delegate Declaration of Intent form

Materials:
- Precinct Delegate Write-In Candidate Declaration of Intent form (Appendix page 168)

Instructions: Set-up a "mock processing table" and have inspectors role-play the scenario of a voter requesting a Precinct Delegate Write-In Candidate Declaration of Intent form on election day.   Ensure that the voter completes all required information and that the inspectors are aware of the notary requirement.

Activity #2 – Canvassing and Certifying Precinct Delegate Votes

Goal: To practice the proper completion of the Precinct Delegate canvass and certification process

Materials:
- Precinct Delegate Statement of Votes form or sample Precinct Delegate Statement of Votes form (Appendix page 169)

Note: It will be necessary for the trainer to prepare a "Mock List of Precinct Delegate Candidates" prior to conducting this activity. The trainer should also include the total number of votes awarded to each "candidate" on the list.

Instructions: Set-up a "mock processing table" and have inspectors canvass and certify the total votes for all Precinct Delegate Candidates (candidates appearing on the ballot and write-in candidates). Ensure that the inspectors complete the Certificate of Election Inspectors located in the back of the Precinct Delegate Statement of Votes form.

NOTES

TOPIC 16 ACTIVITIES
WHAT IF'S

Activity #1 – Full Ballot Bin

Goal: To practice correct procedure for emptying ballot bin during election day

Materials:
- e-Pollbook or Traditional Poll Book or sample Remarks page (Appendix page 149)
- Tabulator
- Approved ballot container

Instructions: Inspectors practice procedure for emptying ballot bin if it becomes too full during Election Day. The inspectors (two from different political parties) should announce that they are removing the ballots and should secure the ballots in an approved ballot container. The instance should be noted in the Remarks section of the e-Pollbook or traditional Poll Book. Note: It is not necessary to seal the container or record the seal number in the Poll Book – this additional security measure may be followed at the discretion of the clerk.

Activity #2 – AutoMARK Malfunction

Goal: To practice correct procedure for viewing or printing the AutoMARK error log to report equipment malfunction to the local clerk

Materials:
- AutoMARK Voter Assist Terminal
- AutoMARK flash card
- Blank piece of paper

Instructions: Following the instructions described in the manual, allow the inspectors to practice printing an audit log from the AutoMARK.

NOTES

TOPIC 17 ACTIVITIES
e-POLLBOOK

Activity #1 – Setup

Goal: To practice setting up the e-Pollbook before the opening of the polls on election day

Materials:
- e-Pollbook
- Flash Drive
- Mouse
- Magnetic Card Reader
- Electronic Pollbook Election Inspector's User Manual

Instructions: Inspectors practice procedure for preparing the e-Pollbook for the opening of the polls. The inspectors should take the laptop and all of the peripherals out of the case and practice plugging all of the items in, powering up the laptop and logging into the e-Pollbook software.

Activity #2 – Processing Voters

Goal: To learn proper processing procedures for different voter scenarios using the e-Pollbook.

Materials:
- e-Pollbook
- Flash Drive
- Mouse
- Magnetic Card Reader
- Barcode Scanners if available
- Electronic Pollbook Election Inspector's User Manual

Note: Similar to Topic 2 – Processing Voters, using the voter scenarios provided, locate voters in QVF that match the scenarios. Print the voter's record and have the barcode available for inspectors to scan using a barcode scanner or type into the e-Pollbook to practice processing the various scenarios and assigning voters ballots.

Instructions: See Topic 2 – Processing Voters

Activity #3 – Creating Reports

Goal: To practice creating the end of the night reports in the e-Pollbook software and saving them to the Privacy Zone of the flash drive.

Materials:
- e-Pollbook

- Flash Drive
- Mouse
- Magnetic Card Reader
- Electronic Pollbook Election Inspector's User Manual
- Binder Pollbook
- Approved container and seal

Instructions: Using the data in Activity 2, prepare a mock Ballot Summary in the e-Pollbook. After the Ballot Summary has been prepared properly, save it to Privacy Zone of the flash drive. Then instruct election inspectors to save the List of Voters, Remarks, and Voter History files to the flash drive as well. Explain proper procedure for printing the reports and/or transporting the flash drive to the receiving board.

NOTES